



SafetyAlert

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OSHA Injury & Illness Recordkeeping Rule

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. OSHA's rule that addresses the recording and reporting of occupational injuries and illnesses, affects more than 1.5 million establishments. This information helps employers, workers, and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards – to prevent future workplace injuries and illnesses. A number of specific industries are classified as low hazard and are exempt from most, but not all, requirements of the OSHA Injury & Illness Recordkeeping rule including retail, service, finance, insurance, real estate, and small businesses with 10 or less than 10 employees.

The recordkeeping rule improves employee involvement, calls for greater employee privacy protection, creates simpler forms, provides clearer regulatory requirements, and allows employers more flexibility to use computers to meet OSHA regulatory requirements.

A Brief Summary of Key Provisions

The recordkeeping requirements update three forms:

- OSHA Form 300 (Log of Work-Related Injuries and Illnesses)
- OSHA Form 301 (Injury and Illness Incident Report)
- OSHA Form 300A (Summary of Work-Related Injuries and Illnesses which must be posted from February 1st through April with or without injuries)

Loss Runs: Never use workers' compensation loss runs to create an OSHA Form 300 (Log of Work-Related Injuries and Illnesses). Not every workers' compensation claim is OSHA recordable.

Severe Injury Reporting: Employers must report any worker fatality within eight (8) hours, and any amputation, loss of an eye, or hospitalization of a worker must be reported within 24 hours.



Photo courtesy of OSHA.

Learn All You Need to Know

OSHA's Injury & Illness recordkeeping and Reporting Requirements web site <https://www.osha.gov/recordkeeping/> contains everything an employer needs to know about recording and reporting requirements, maintaining and posting records, and the electronic submission of records.

The OSHA site contains recordkeeping tutorials, electronic 300, 300A and 301 forms, and a "Recordkeeping Advisor" e-tool to help employers make appropriate entries into the OSHA Form 300 form (Log of Work-Related Injuries and Illnesses).



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